



Calmentor North Region Steering Committee Meeting

February Monthly Meeting Minutes

04/20/2016

9:00 AM to 11:00 AM, Caltrans D3 Marysville Office

Meeting called by: Steering Committee **Type of meeting:** Monthly

Note taker: Royce Fonseca
Jenna Matsumoto

Attendees: Becky Rozumowicz, Blake Hinman, Dustin Brown, Mike Schaaf, Jenna Matsumoto, Matthew Philip, Millard Totman, Ravi Narayanan, ~~Rebecca Alexander~~, ~~Malasha Harriger~~, Royce Fonseca, Sandy Wong, ~~Susan Fenrich~~, Patricia Preston.

Please read: Meeting Minutes

----- Agenda Topics -----

Welcome & Introductions Becky R.

Discussion: Becky welcomed everyone to the meeting that attended and opened the discussion with a notice that Debra Jones is no longer part of the committee. She asked the committee if they must vote her out and it was suggested by Mike Schaaf to do so. (there was no vote taken at this time)

Conclusions:

Action items:

Vote to remove Debra Jones from the Steering Committee

Person responsible:

All

Deadline:

ASAP

Steering Committee- Membership Voluntary Contract**Becky R.**

Discussion: Becky stated she still has not received the form from Susan and was told she will be sending it out soon.

Conclusions:**Action items:**

Collect remaining voluntary contract forms from the remainder of the committee.

Person responsible:

Becky

Deadline:**Steering Committee- Past Co-Chair Roles & Responsibilities****All**

Discussion: Becky had drafted the language that establishes the roles and responsibilities of the past co-chair. This was up for a vote on Smartsheets – only 3 votes were submitted (Becky, Dustin and Blake) all approving the language. Mike expressed he could not vote because of Smartsheet access issues with the link provided. Patty inquired as to why the language was made, she felt it was restrictive for a past co-chair. She suggested that the position should have a 1 year length and have voting rights. Millard discussed that this position was more of an advisory role and explained that it was established because it wasn't an existing role in the committee. Mike said he felt this was an optional/voting role and one would have to be voted in after the expiration of the past co-chair position. It was discussed that the language would be reviewed again.

Conclusions:

Review the language and re-submit for voting by the committee.

Action items:

Review language and re-submit for voting.

Person responsible:

Millard / Becky

Deadline:

Org. Chart Updates**Becky R.**

Discussion: It was put up for voting if we wanted to add the length of service to all committee members on the org. chart.

Becky stated she only received 3 votes, all were a yes. Since the committee was all present Becky asked if they would like to vote, everyone voted and agreed to add the length of service to the org. chart. Becky mentioned she will get Callen to assist with this.

Patty mentioned the org. chart needed more Protégés, and that we needed more minorities for more diversity.

Conclusions:**Action items:**

Acquire dates from Committee members for the org. chart

Person responsible:

Becky (and staff)

Deadline:**Other Calmentor Programs****Becky R.**

Discussion: Becky discussed her experience at the D4 Calmentor Quarterly meeting and went over some of their handouts with the committee. One thing she wanted to work on in particular is a print out of the Mentor/Proteges, and whether they are paired or not. She expressed the need for a point person to reach out and manage the relationships.

Conclusions:

Sandy might be the one to do this since he is in charge of pairing.

Action items:

Need a point person to do the Mentor/Protégé handouts

Person responsible:

Sandy

Deadline:

Pairings / MOUS		Sandy	
<u>Discussion: Sandy will use the D4 member packet sample to create ours. Sandy and Blake will be responsible for the pairing updates. Becky mentioned that the DPAC process has shortened and could hurt the pairings, she feels the DPAC process needs to be explained better. The group discussed the benefits of the mentor firms and how to relay that, such as: new client relations, better positioning to be involved early on in the process.</u>			
Conclusions:			
Action items:	Person responsible:	Deadline:	
Create a new member packet	Sandy		
Updates on the pairings	Sandy and Blake		

Recruitment		Mike / Ravi	
Discussion: Mike contacted the firms in question, due to the turnover they need new contacts. Ravi will ask his group about becoming a Mentor. Royce and Sandy continue to update the Mentor/Protégé list.			
Conclusions:			
Action items:		Person responsible:	Deadline:

Outreach/Social Media		Blake	
Discussion: Blake needed the flyer sent to him for the event so he can update LinkedIn. Patty provided some advice on how to save the file.			
Conclusions:			
Action items:		Person responsible:	Deadline:
Send Blake the flyer for the event		Royce	

Sponsors Becky		
Discussion: The following Sponsors have all been confirmed: ACEC, Area West, ECORPS, The Hanna Group, TRC, Campbell Taylor and Company, and PSOMAS. A new 2016 sponsor board is needed, a request was given to Mike.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Update Sponsor Board	Mike	

Newsletter Blake		
Discussion: Blake requested past flyers and information to assist in creating the newsletter. Becky stated 6 people Responded for feedback from the group. Blake asked Becky about her letter and she stated is was good. Blake said he would send a draft to the group for review.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Send draft Newsletter to the group to review	Blake	

Events Becky / Dustin / Royce		
Discussion: The group discussed the upcoming event “Breakfast with Caltrans” and finalized some of the details. A future event request was for a DPAC / Calmentor event. The group suggested that event be held in Sacramento and provided some location options. Royce will work with DPAC to secure a date and point of contact.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Schedule a tentative event for DPAC / Calmentor	Royce & Event Personnel	

Financial Statement:

The program currently has \$4,040.64

Other Information

Next month's meeting will be a phone bridge to review any last minute details prior to the event "Breakfast with Caltrans" on May 18th 2016.
